

SECRET

Approved For Release 2001/08/07 : CIA-RDP78-07181R000200010015-0

24 February 1972

MEMORANDUM FOR THE RECORD

PROJECT: STAFFING

SUBJECT: Staffing System Conversion

REFERENCE: Staffing Conversion No. 40 re special computer program to allow for the input of the new data items (Location Code, Supervisor Code, Emergency Relocation Code and Title Suffix).

Staffing Conversion Request No. 40 was completed on 24 Feb 1972. The January 1972 T/O Master was updated via a computer program written by Personnel Systems Branch/OCS, with the transactions coded by Statistical Reporting Branch/OP with data supplied by Position Management and Compensation Division/OP.

The following totals were accumulated during this process:

1. Total Records on the T/O January T/O Master (including the final total message)
2. Total Position Records on the Jan T/O Master
3. Total transactions input for this conversion requirement
4. Total Location Codes input on the transactions
5. Total Emergency Relocation Codes input on the transactions
6. Total Supervisor Codes input on the transactions
7. Total Title Suffixes input on the transactions

25X9


0

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8. Total 'Good' transactions input that affected an update of one or more of the items on a position record 5,818
 9. Total Error transactions, where the Control No. or Position Number did not match those on the T/O Master 11
 10. Total records, other than positions, that are on the January 72 T/O Master (includes Organization records, Pending Reassignment, Development Complement, etc.)  25X9
-
- 25X1A
- Systems Analyst
OCS/SIPS Task Force

Distribution:

Orig - Staffing Proj
1 - OP/DD PERS-P&C
1 - OP/PMCD
1 - OP/SRB
1 - Ch/PSB/OCS

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STAFFING SYSTEM CONVERSION REQUIREMENTSCONVERSION NUMBER 41 ✓

REQUIREMENTS:

Investigate the possibility of producing the Agency's Occupational Code Handbook by Printing Services Division / OLC 'EPIC' Computer System. This should save considerable man-years in the future by eliminating the complete re-typing of the book.

REMARKS:

1. PMCD/OP is currently re-typing ~~the~~ ^{the complete} handbook every three years to provide a complete update to customers. The handbook contains approx 220 (8x11 1/2") pages.

STATINTL

2. Talked to [redacted] in OCS/PMCD re feasibility of producing the handbook via this system. He indicated it could be done. ^{who maintains the system}

3. Arranged for PMCD/OP to meet with PSD/OL re initiating a firm requirement.
4. As of Feb 1972, PMCD/OP has given the requirement to PSD/OL and has also started to input the data. It is expected that the handbook will be printed approx June 1972.

RESPONSIBLE COMPONENT :

~~Staffing Project~~ Staffing Project & PMCD/OP

REQUESTED DATE :

Oct. 1971

REQUESTED COMPLETION DATE:

June 1972

COMPLETION DATE :

42.

REQUIREMENTS: Investigate possibility of changing the current Sub-Category Codes from A, B, D, E & F to P = Professional, C = Clerical, T = Technical, & W = Wage-Board which will have more meaning to the users.

STATINTL

58
7. 29 Apr 72 - discussed above
who thought it would clarify the

2. 10 Mar 72 ~~W.P.D.~~ C/P M.C.D. es. Having
memo drafted approving the release &
will incorporate the new codes in
the new revision of the Agency's
Occupational Code Handbook.

Staffing & PMCD / OP

9. Mar 1972

STAFFING SYSTEM CONVERSION REQUIREMENTSCONVERSION NUMBER 43

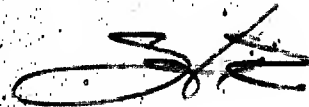
REQUIREMENTS:

Design an input form to permit the immediate input to the current system of a security classification code on approximately 3,000 to 4,000 selected positions on the 31 May 1972 T/O master.

REMARKS:

The form should permit identification of the Position Control Number, Position Number, and a one character (T, S, or C) security classification code. Upon completion send copies to SRB/OP for the coding of the selected positions.

Note: Reference attachment for copy of the form that was designed.



RESPONSIBLE COMPONENT :

Staffing System Analyst

REQUESTED DATE :

9 Jan 72

REQUESTED COMPLETION DATE:

9 Jan 72

COMPLETION DATE :

9 Jan 72

STAFFING CONVERSION FORM #2

CONTROL NO.
POSITION NO.
SEC CLASS

^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^

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• • • • • • • • • • • • • • • • • • •

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

STAFFING CONVERSION FORM #2

POSITION NO. SEC CLASS

CONTROL NO.

Λ Λ Λ Λ Λ Λ Λ Λ Λ Λ Λ Λ Λ Λ Λ Λ Λ Λ Λ

• • • • • • • • • • • • • • • • • • •

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✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

CONVERSION SPECIFICATIONS

PROJECT STAFFING & POLAND	SYSTEM STAFFING	PREPARED BY [REDACTED]	DATE 7/12/72	CONVERSION NO. 44
REQUIREMENTS / SPECIFICATIONS				STATINTL

Write the necessary computer programs to convert the Table of Organization (T/O) Master in accordance with the conversion specifications defined in the attached book.

In addition to the conversion specifications defined for the four (4) types of records being converted (1. Organization; 2. Position; 3. Organization Language; and 4. Position Language) -- all editing defined on the associated new Record Format Descriptions (Form 2968) for each data item should be accomplished in the conversion programs.

(SEE ATTACHMENTS)

DATA ITEMS / ATTRIBUTES		USE DICTIONARY (FILE NAME)		
OLD	NEW		YES	NO
(Reference attached specifications)		(Reference attached specifications)	MANUAL CODING	
			KEY PUNCHING	
			EAM PROCESSING	
			PROGRAM REQUIRE	
			PROGRAM NO. & NAME	
		RESPONSIBLE COMPONENT(S)		
		HRS Conversion Team		

Reference: Staffing Conversion Number 44 (Converting the T/O Master)

The one and only copy of the specifications for converting the T/O Master was turned over to the conversion team this date. It contained the following specifications:

1. Functional flow of the 8 programs that should be written to convert the T/O Master.
2. Specifications for the types of current T/O records that will be converted.
3. Specifications for the types of current T/O records that will not be converted.
4. Logical Processing for assignment of Record Identifiers.
5. Specifications for Organizational Records that should be computer generated each time a level 2, 3, or 4 Org record is converted.
6. Specifications for converting Postion Records.
7. Specifications for converting Position Language Records.
8. Specifications for converting Organizational Records.
9. Specifications for converting Organizational Language Records.
10. Records Format Descriptions (Form 2968's) for each data item in each of the proposed new data lists indicated below:
 - a. Postion 'active' file.
 - b. Position Language 'active' file.
 - c. Organization 'active' file.
 - d. Organization Language 'active' file.
11. ~~Rm~~ Conversion Record Layouts , containing old and new data, for each type of record that is being converted.
12. Conversion dictionaries that should be established.
13. Record Layouts, Form 2968's, and File Information Sheet defining the current T/O Master.

*BEST COPY
Available*

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STATINTL

STEP 1.

T/D
MASTEREXTRACT
RECORDS
THAT WILL NOT
BE CONVERTEDRECORDS THAT
WERE NOT
CONVERTEDGOOD
RECORDS

STEP 2

GENERATE
CONVERSION
RECORDS
CONTAINING
OLD & NEW
DATAASSIGN NEW
REC CODE
TO ALL GOOD
RECORDSASSIGN NEW
POSITION NUMBERS
& POS. SEQ.
NUMBERS
TO POS. RECSASSIGN LANG
SEQ. NUMBERS
TO POS. LANG.
& POS. LANG.INDEX POSITION
NUMBERS TO
ORG RECSASSIGN LEVEL
NUMBER TO
ORG RECSGENERATE ORG
GROUPING RECS
DEV. COND.
PENDING REASSIGN
CONTRACT
MISS.ASSIGN SORT
IDENTIFIER
TO EACH
TYPE OF
RECORD (1 TYPE)

STEP 3

EXTRACT
EACH TYPE
OF RECORDPOSITION
RECSORG
RECSPOS
LANG
RECSORG
LANG
RECS

STEP 4

BUILD &
EDIT
POSITION
RECS

ERRORS

EDITED
POSITION
RECS

STEP 5

BUILD &
EDIT
ORG
RECS

ERRORS

EDITED
ORG
RECS

STEP 6

BUILD &
EDIT POS.
LANG RECS

ERRORS

EDITED
POS.
LANG
RECS

STEP 7

BUILD &
EDIT
ORG LANG
RECS

ERRORS

EDITED
ORG LANG
RECS

STEP 8

EDITED
POSITION
FILES

EDITED
ORG
FILES

EDITED
T.O.S.
LIVING
FILES

EDITED
ORG
LIVING
FILES

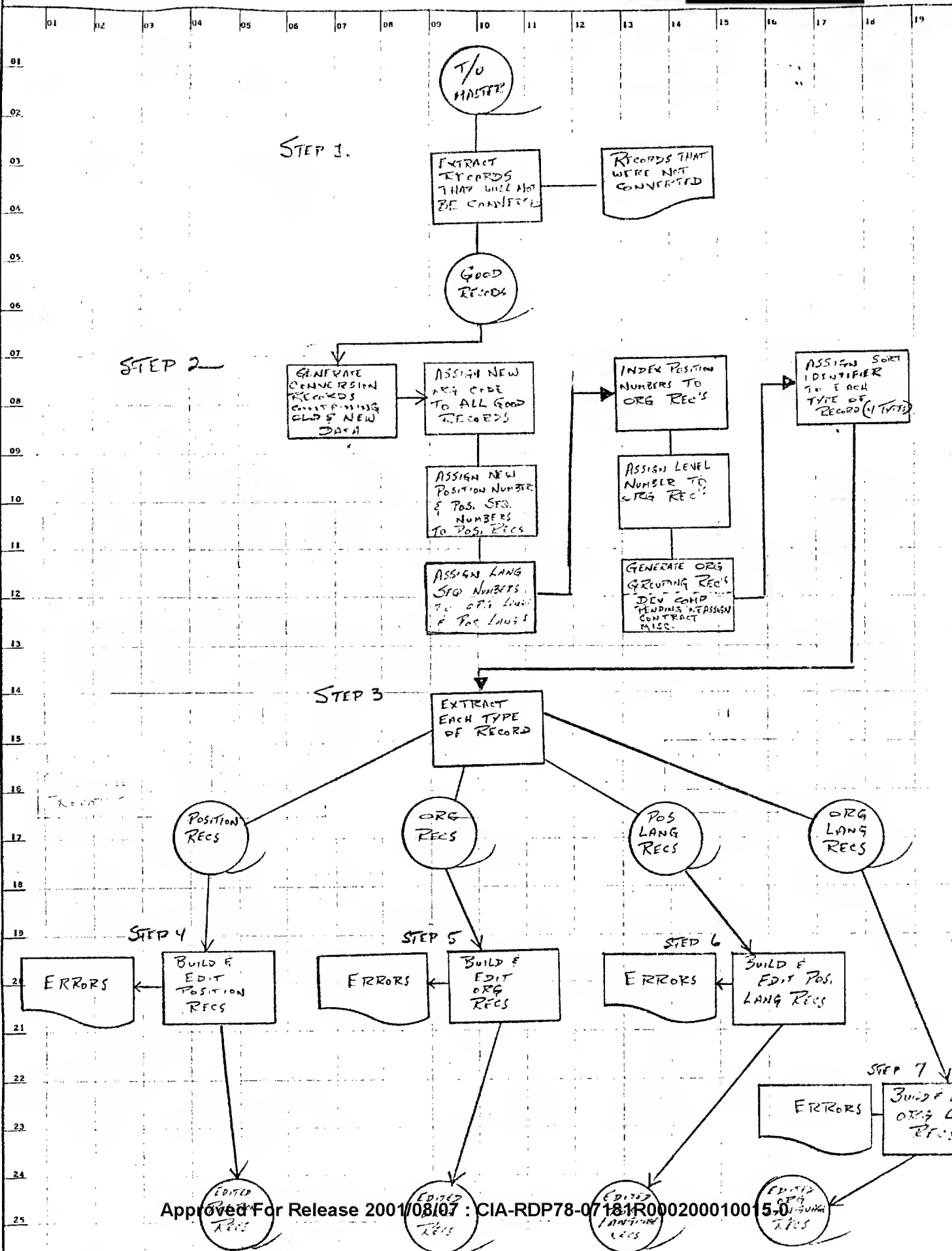
SOB
RECORDS
IN
T/O
SEQUENCE

CONVERSION
DICTIONARY
FILES
OLD & NEW
POSITION
HMM ORG CODES

T/O CONVERSION
REPORT
"OLD & NEW
RECORDS"

OLD & NEW
POSITION NUMBER
&
ORG CODES

PROD/OP FOR
REVIEW



STEP 8

EDITED
POSITION
RECS

EDITED
ORG
RECS

EDITED
POS
LISTING
RECS

EDITED
ORG
LISTING
RECS

EDIT
RECORDS
IN
T/O
SEQUENCE

CONVERSION
DICTIONARY
FILES
OLD & NEW POSN
NUMBERS
ORG CODES

OLD & NEW
POSITION NUMBERS
&
ORG CODES

T/O CONVERSION
PRINT
OLD & NEW
RECORDS

PHOTO/OP FOR
REVIEW

Fold under at dotted line.

Fold under at dotted line.

CONVERSION POSITION RECORD

Checks That Have Been By-Passed Are:

1. Validating Military Schedules & The W, L, S, & LB Schedules until these are Added to M&P Dict.
2. The Position Occupational For Military Schedules are Not Validated Against M&P Dict., Therefore, The Subcat & Title are not Retrieved From M&P Dict.
3. Suffix Validation Against M&P By-Passed Until Dictionary is Set-up.

The below errors, together with an error - listing
identifying all positions with specific error messages
possible - were mailed to [REDACTED] 1 Sep 72

STATINTL

CONVERSION POSITION RECORD

Consolidated Error Types

For Run Against 30 June 72 T/O Master With T/O MASTER CONVERSION PROG.

1. Old PINC & 1 OCA Did Not Meet Test Conditions:

PINC

OCA

000
000
000

000 (57)
000* (20)
*01 (7)

(1) code 1st char = 0 or * - If 0 indicates Limited
(2) Next 2 characters = Planned Ambiguity - If * indicates Flexible

2. New Occup Not Validated Agnst M&P:

0393.10
2001.11
6040.02
6170.05
6130.06
6020.02
0132.01
0501.11
0210.01

21
321 = 11*
BB5

3. Old Location Not Converted From M&P:

29051
70513
7501S
53166

4 - NO EDIT

4. Old Grade Not Validated Agnst M&P:

GP 04
GP 05
MC E7
-AF 05
AF E9
AF E7
AR E9
AR E6
AR 04
AR E7
AR E3

4. Old Grade Not Validated Agnst M&P (Cont'd.):

MIL 00
GS 00
NA 03

5. SLASHGRADE - 1st Grade > Second Grade

13/1
07/0
06/0
08/0
14/1

6. SEC Grade of Slash Grade NOT VALTD AGNST D.C.

09/1

7. Occup, Subcat, & Title not checked--new Sched not valid:

MIL